

JOB SPECIFICATION

JOB TITLE:	Quality Officer
REWARD BAND:	£15,000 - £25,000
HOURS:	Basic 40hour week (approx. 8.30am – 5.00pm)
HOLIDAYS:	25 days holiday pa (plus statutory bank holidays)

PERSON SPECIFICATION:

- Passionate about quality
- Experience of Quality Management Systems, particularly ISO
- Experience in a quality control role
- Tenacious
- Driven
- Excellent Excel skills
- Excellent communication skills
- Professional and caring
- Working to deadlines
- Attention to detail/accuracy
- Flexible
- Teamplayer

JOB DESCRIPTION

Job Title: Quality Officer

Job Summary:

Responsible for the quality of all imported textile goods and domestic embroidery; developing strong communication links with all suppliers through regular feedback on quality levels and results attained. Offering sales support on analysis and response to customer queries giving appropriate response direct to customers where applicable. Monitor and maintain ISO standards throughout the business.

Job Content:

Most Frequent Duties In Order Of Importance

- Maintaining the highest possible quality of all imported textile goods
- AQL checks on all imported goods - Feedback to suppliers
- Quality checks on all pre-production fabric, components & garments from suppliers
- Monitoring of quality levels
- Carrying out internal ISO & Quality audits
- Customer quality related returns
- Maintaining updates on BS Standards
- Monitor, maintain and report ISO standards

Occasional Duties In Order of Importance

- Support offshore quality team.
- Attend to all tasks commensurate with the role.
- Any additional duties that reflect the business needs.

Responsible to: Quality & Production Director